



Academia de Idiomas y de Formación Personal

Traineeship & Spanish Course

This program incorporates a traineeship with a Spanish-Intensive Course. It is aimed at motivated students who would like to get a view of professional life abroad, as well as take a language course. The possible branches at the moment are: Tourism, rent-a-car, education and other service branches like chambers, (...) e.g....

The appropriate branch as well as the field of activity, can not be chosen but can be put on your list of favorites.

The language course will be in the morning and the practical training will be in the afternoon.

Information concerning practical training:

- (1) Will be for a period of 2-3 months
- (2) Working hours: 4 hours/day (Mon-Fri) in the afternoon. A concrete timetable will be fixed by the company but it also can be flexible.
- (3) The participant will get a certificate of the traineeship at the end, however, there is no pay for the traineeship.
- (3) Traineeship finding fee: €30.00 (not including: the expense of the Spanish-Intensive Course for the same length of time as the practical training ? see also price list www.AIFP.org)

Prerequisite:

- (1) Age: 18 - 30
- (2) Minimum is a basic level in Spanish
- (3) Must be registered at a public university or (official private university)

What we need from you:

- (1) A completed registration form.
- (2) Registration form for a Spanish Course with the same length of time as the traineeship.
- (3) Cover letters addressed to the companies implying that you are motivated with an emphasis on your interest in Spanish.
- (4) CV in Spanish.
- (5) 2 Photos
- (6) Copy of the certificate from your health insurance company (E111)
- (7) Copy of personal liability insurance
- (8) Copy of a bank statement for the transfer of €210 (€180 down payment for language course and accommodation + traineeship finding fee €30)

Procedure:

After receiving all documents, which should be at least 2 months before starting traineeship, we will immediately send you confirmation of the language course. Your CV will be presented to different companies. Within 2 weeks you will receive a response from us with all information about the company that has selected you. If no company is interested, you will have the option to cancel the language course within one week. Should this be the case we will refund the whole amount (the €30 as well).

Name:.....

Age:.....

Studies (subject? + where?):.....

Preferred branch/field of activity:.....

I would like to apply for a place in the Traineeship Program along with the Spanish-Language Course. I agree with all conditions aforementioned.

Date:.....

Sign:.....